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**STATE OF NEW JERSEY**  
**DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT**  
**NOTICE OF GRANT OPPORTUNITY**  
**Fiscal Year 2018**

**New Jersey Employment and Workforce Development Act**

**P.L.1992, c.43 (C.34:15D-1 et seq.)**

**&**

**New Jersey Administrative Code Title 12, Labor and Workforce Development  
Chapter 23, Workforce Development Partnership Program  
Subchapter 2, Customized Training Services; Purpose, Eligibility and Scope**

**Expansion of Pilot Program:  
Statewide Initiative to Train Certified Alcohol and Drug Counselors**

**Announcement Date: September 19, 2017**

**Technical Assistance October 4, 2017**

**Application Deadline: October 20, 2017**

**Aaron Fichtner, Ph.D.**

**Commissioner**

2018-2019

**Expansion of Pilot Program:  
Statewide Initiative to Train Certified Alcohol and Drug Counselors**

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## **Division of Workforce Development & Economic Opportunity Notice of Availability of Grant Program Funds**

**Take Notice** that, in compliance with N.J.S.A. 52:14-34.4 et seq., the Department of Labor and Workforce Development (hereinafter “the Department” or “LWD”) regularly publishes on its website at <http://lwd.dol.state.nj.us/labor> all notices of fund availability pertaining to Federal or State grant funds, which may be awarded by the Department. The notices of fund availability may be found on the Department’s website under the heading “Public Notices” and the subheading “Notice of Availability of Grant Program Funds”.

### **Background: 65 by ‘25: Many Paths, One Future**

New Jersey’s innovative, skilled workforce has powered our state’s economy throughout our history. From the very beginning of our state’s history, we have made life changing discoveries, invented new technologies that have shaped our world, and built things that were once thought impossible. These advances were made possible by a highly skilled, educated, diverse, productive, innovative workforce in the world.

We have enjoyed prosperity because of that initiative and success, but the world is ever changing and we must adapt. Technological advances create new opportunities and challenges. Global competition continues to grow in an increasing skilled world. Businesses need people who have skills and education, who can learn and adapt to new approaches and technologies. Jobs that require some education after high school but do not require a college degree are an important part of the economy.

While our state’s prosperity depends on a skilled workforce, so does the prosperity of every individual and family, and the well-being of our communities. Individuals will need some education after high school in order to have a career that can provide a family-supporting income. Strong, compelling data supports a direct relationship between earning potential and education. Individuals with some post-secondary education earn more and are less likely to be unemployed than those who have a high school education or who did not complete high school.

While we have traditionally boasted an educated workforce, we also have some educational opportunity gaps for too many of our residents. This limits their potential to contribute which also limits our state’s economic competitiveness. College attainment rates vary significantly by race and ethnicity, gender, income and county and city of residence.

To ensure a strong economic future for our state, we must ensure that New Jersey has the most innovative, competitive workforce in the country, if not the world. And to ensure that all of our residents have economic opportunities, we must ensure that everyone has a pathway to the skills and education that will help them achieve a rewarding career.

As a result, New Jersey has set an ambitious goal to raise the percentage of New Jersey residents who have attained an industry-valued credential or degree from the current 50 percent up to 65 percent by 2025. To support this goal, New Jersey has launched the 65 by 25: Many Paths, One Future initiative.

To meet this ambitious goal, New Jersey will need to build and implement new pathways to a post-secondary industry valued credential or degree and to focus on the following cornerstones for success:

1. Provide Career Awareness for all students and adults;
2. Grow high school/college dual enrollment credential programs;
3. Expand credit-bearing credential programs in colleges and universities;
4. Strengthen Two-and Four-Year College partnerships;
5. Focus on closing equity gaps by building strong partnerships in our urban and underserved areas;
6. Make it easier for adults to earn a credential or degree;
7. Expand work experience programs for students; and
8. Enhance the partnerships between business and education.

#### **A. Name of Grant**

Statewide Initiative to Train Certified Alcohol and Drug Counselors

#### **B. Purpose for which the grant funds will be used**

There is a critical need for alcohol and drug counselors that are qualified, trained and prepared to assist individuals who are suffering from drug addiction. According to the Bureau of Labor Statistics (BLS), employment of substance abuse and behavioral counselors is projected to grow 22% from 2014 to 2024. This growth is much faster than the average for all occupations. Trained counselors are a critical, front line element of a broader strategy to combat addiction.

To address this need, the New Jersey Department of Labor and Workforce Development launched a pilot effort to prepare individuals to be Certified Alcohol and Drug Counselor (CADC). This pilot effort was implemented by the Health Care Talent Development Center (TDC) managed by Rutgers University through a grant from LWD. This grant funded the CADC pilot program and a variety of other training programs to prepare individuals for other careers in the health care industry.

In the CADC pilot, the Health Care TDC partnered with the County College of Morris to train ten current employees of Homeless Solutions in Morris County to become Certified Alcohol and Drug Counselors. Homeless Solutions contributed 50% of the cost of this effort by allowing their employees to receive training during work hours. As a result of this training, the employees of Homeless Solutions are now better able to assist the residents of the shelter who are struggling with addiction.

The training to become a Certified Alcohol and Drug Counselor includes 270 hours of related technical instruction and 3100 hours of OJT.

#### **C. Amount of Funding Available**

LWD is issuing this Notice of Grant Opportunity (NGO) to establish a statewide Certified Alcohol and Drug Counselor program. LWD will expand this successful pilot statewide through an investment of

\$1.3 million in state Workforce Development Partnership (WDP) and Supplemental Workforce Funds for Basic Skills (SWFBS) funds that can be awarded for the Fiscal Year 2018 in the following categories

*Workforce Development Partnership (WDP) Program*

- Training for dislocated workers: \$400,000
- Training for incumbent workers: \$800,000

*Supplemental Workforce Funds for Basic Skills –\$100,000*

LWD will contribute up to \$6,000 per individual to be trained. Incumbent workers are expected to have a 50% match from their employer. It is expected that 200 individuals will receive training through this investment. Funds will be used to support both classroom instruction and on-the-job training. The Basic Skills funding can be used to help dislocated or incumbent workers prepare for the related technical instruction and receive college credit. Ideally, training programs to be implemented will be structured as a registered apprenticeship. LWD, however, will consider other program models that will result in an individual earning a CADC credential and securing or retaining employment. Any program funded should result in participants receiving college credit so that individuals can pursue higher level credentials or degrees if they so desire.

**D. Eligible Applicants**

***Eligible applicants include:***

- Public colleges and universities (including community colleges, four-year colleges and universities)
- Independent not-for-profit colleges and universities

Key partners: Community-based and faith-based, non-profit organizations providing services to vulnerable populations who agree to allow their current employees to receive training and/or agree to interview graduates of the program for available jobs.

Applicant New Jersey colleges or universities will lead a multi-college partnership to deliver CADC training statewide with a minimum of two higher education partners. The colleges will deliver this training to individuals who are current employees of non-profit organizations serving at-risk populations as well as individuals who are unemployed and committed to pursuing a career in this field.

Dislocated workers receiving training from CADC program must be certified by the local One-Stop Operator and local Workforce Development Board as having met the eligibility criteria for the funding. A dislocated worker is defined as: *‘an individual who is unemployed, permanently separated from his or her employment, or laid off and unlikely to return to similar employment due to a substantial reduction in work opportunities in the individual’s job classification.’*

The applications must demonstrate that the applicant is prepared and capable of executing a signed agreement with the applicable local Workforce Development Director(s) that details an established method for recruitment and timely eligibility determination of participants. At a minimum, such an agreement would address the parties to the agreement (e.g. Workforce Development Board, Grant

Recipient, and One-Stop Operator) and their particular responsibilities. The agreement should define the responsibilities of the parties, clarify their particular roles, establish quantifiable goals and define successful completion.

### **E. Qualifications of Applicants to Be Considered for Funding Under the Grant Program**

Successful applicants will be able to demonstrate subject matter expertise, experience in engaging employers and experience in delivering education and training within the selected industry.

All grant proposals must be submitted by eligible applicants listed above. The applicant will serve as the legally recognized fiscal agent for the grant project and the single point of contact for LWD. The applicant will be responsible for overseeing the implementation of all aspects of the grant, i.e., project and spending plan; grant project monitoring and reporting; and fiscal management.

All applicants will be evaluated on the basis of quality, comprehensiveness, completeness, accuracy and appropriateness of response to the NGO. Each applicant must designate an individual in the proposal who will serve as the point of contact.

Successful applicants must demonstrate the ability to partner with a wide array of organizations. Each application must identify all partners mentioned above in the application. Required partners include:

1. A minimum of two (2) higher education partners who will deliver training and education throughout the state;
2. Community Based Organizations;
3. Faith Based Organizations; and
4. Non-profit Organizations.

Partner(s) contact information must be included in your proposal. This includes name, address, e-mail address and telephone number. Applicants should know that partners will be contacted to confirm their commitment as stipulated in the grant proposal.

Organizations whose employees receive training must contribute at least 50% of the cost of training. This can be accomplished in multiple ways including by allowing employees to participate in training during working hours.

Statewide capacity: Applicants must demonstrate the capability of providing training throughout the state, and should not exceed \$6,000 per individual. Successful applicants will be encouraged to leverage additional resources in support of this effort.

## **EVALUATION CRITERIA**

**E1. Standard Evaluation Criteria** - This Statewide Initiative to Train Certified Alcohol and Drug Counselors NGO is competitive and will be reviewed by a selection committee using a pre-established set of requirements, which will include, but are not limited to the following:

*\*If any of these documents are not submitted, signed and dated, your proposal will be considered incomplete and, therefore, will not be reviewed by the selection committee.*

**E2. Program Narrative** - Your proposal must include all of the program components and planning requirements in the order outlined above. In addition, your program's proposal must adhere to the parameters and program policies as described herein.

Applicants must follow the following format requirements:

- Font – Times New Roman 12 point;
- Spacing – Double Spaced;
- Margins – 1” top and bottom and 1” side margins;
- Pages must be numbered – 1 of X pages, centered at the bottom of the page;
- Charts and graphs are allowed but must be clearly labeled and described;
- Applicant/Organization's name must be listed on each page; and
- Binders shall **NOT** be utilized for application submissions.

**E3. Program Outcomes/Reporting Requirements:** Applicants must demonstrate their ability to track and report program outcomes, participant data and monthly activity. Applicants must provide assurances that they own the proper management information system (MIS) to report results. Monthly reports are required in Microsoft (MS) Word and MS Excel programs. All reports must be mailed and electronically sent to LWD, as required. In addition, any issues or concerns between the grantee and any partner(s) should be promptly communicated to LWD.

Grantees will be required to complete and submit the following documents on a monthly basis:

- 1) A monthly activity and financial report, due by the 10<sup>th</sup> of each month, that lists all the activities of the program including, but not limited to:
  - (a) Detailed information on each student/participant (including social security number and demographic information) and their experience in the program (date of enrollment, date of completion of key program milestones, credential attainment);
  - (b) Characteristics of participating businesses and the number of trainees receiving services;
  - (c) Summary of training activity including class offerings, number of classes provided, and the number of clock hours for each course; and
  - (d) Summary of partnership activities including interactions with employers, industry association, labor unions, community organizations, Talent Networks, Workforce Development Boards (WDBs), One-Stop Career Center(s), training/education providers during the reporting period.

Note: LWD will specify the format for submission of data to ensure confidentiality and data security.

- 2) A monthly invoice is due by the 10<sup>th</sup> of each month, detailing expenses incurred for the prior month separated by funding source for each customer served. Benchmark payments upon

milestone achievements should be proposed in the application. Grantees will be paid on a monthly reimbursement method, after the invoice has been submitted to and approved by LWD.

- 3) A closeout report, due within 30 days from the end of the grant period, shall include a compilation of all the monthly reports, including a full-year financial report and demographic information on total number of employers and trainees served. Final reimbursement will be subject to the submission of the final report and acceptance by LWD.
- 4) On occasion, grantees may be required to submit ad hoc reports on short notice to assist LWD to address requests for information.

The reporting forms will be provided and explained upon awarding of a contract.

**E4. Program Evaluation:** Program evaluation and grant close-out information must be submitted within 30 days from the contract end date. Examples of the types of information required to be submitted within the program evaluation include outcomes, barriers to meeting goals if applicable, best practices, etc. More detail will be provided at the Technical Assistance Workshop.

**E5. Budget Summary and Budget Narrative:** A Budget Summary and Budget Narrative reflecting the entire cost of the program must be submitted. The Budget Summary and Budget Narrative must also include all monetary and non-monetary funding sources or resources such as in-kind amounts within the budget if appropriate. Amounts reported on the Budget Summary must be fully supported by information provided in the Budget Narrative. The Budget Narrative must have a clear demonstrated cost basis. Incumbent workers must have a 50% match. The maximum per participant is \$6,000 per trainee. All items in the Budget Narrative must be listed in the same order as they appear on the Budget Summary. Applicants must provide justification for all aspects of the budget. State of New Jersey policies and regulations will be used as a guideline in the review of Budget submissions.

**E6. Proposal Content and Checklist:** To ensure consistency and fairness of evaluation, each applicant seeking funding under this grant program must submit an application that includes, the components listed below. All components in the proposal must be in the order as listed below. It is important to note that failure to include the required documentation may result in the application being removed from consideration for funding.

<i>Required</i>	<i>Page</i>	<i>Checklist</i>	<i>Included</i>
✓	Page 12	Applicant Title Page	
✓	Page 9	Table of Contents	
✓	Page 9	LWD <a href="#">Standard Assurances and Certifications and General Provisions</a>	
✓	Page 6	Identify all partners mentioned on Page 6 Section E	

✓	Page 7	Program Narrative	
✓	Page 8	Budget Summary and Budget Narrative	

**E6a. Applicant Title Page:** The Applicant Title Page can be found on page 12. Complete all sections of the form and attach it to the front of the application, two (2) original signature pages are required. This is the first page of your application package. Ensure Sections I and II are complete and all information is accurate on the form. The Chief Executive Officer of the lead agent must sign and date the form.

**E6b. Table of Contents:** List the various sections of the proposal along with the page numbers. Number pages of the proposal in the format of 1 of X.

**E6c. LWD [Standard Assurances and Certifications and General Provisions](#):** The Standard Assurances and Certifications and General Provisions can be found in the above link. Please carefully review and sign this document and include all pages of the Standard Assurances and Certifications and General Provisions in your grant proposal. The signature of the Chief Executive Officer indicates the organization’s acceptance of these provisions.

**F. Application Process**

All applicants must provide an application in accordance with the requirements listed within this NGO. All applications must be submitted by no later than 4:00 pm to the address listed below in section G by October 20.

Postmarks are not acceptable evidence of timely submission; receipt by the due date and time is required. Applicants are encouraged to hand-deliver the application to the address above, send the application by Certified Mail, Return Receipt Requested or arrange for delivery by an overnight delivery service to ensure timely delivery and receipt of the application.

LWD will provide a technical assistance workshop to potential applicants.

The workshop will be conducted on: October 4 at 10:00 a.m.

**[Register Here](#)**

New Jersey Department of Labor and Workforce Development  
 1 John Fitch Plaza – 5<sup>th</sup> Floor Library Conference Room  
 Trenton, New Jersey 08625

Registrants requiring special accommodations for the technical assistance session should identify their needs at the time of registration.

**Due to unforeseen circumstances, dates may be subject to changes. Any changes will be posted on the LWD website at: <http://lwd.state.nj.us/>**

**Technical Resource Contact Information**

Email Address: Howard.Miller@dol.state.nj.us

Help Desk: 609-633-6799

**G. Address to Which Proposals Must Be Submitted**

New Jersey Department of Labor and Workforce Development  
Attn: Patricia Moran, Ph.D., Assistant Commissioner  
Workforce Development & Economic Opportunity  
1 John Fitch Plaza, P.O. Box 055 – 7th Floor  
Trenton, New Jersey 08625-0055

**H. Submission Date**

<i>Technical Assistance Workshop</i>	<b>Submit Completed Application By:</b>	<b>Panel Review (Week Of): *</b>
October 4, 2017	October 20, 2017	October 30, 2017

- **All applications must be received no later than 4:00 p.m. on October 20, 2017**

**I. Date by which applicants shall be notified whether they will receive funds under the grant program**

All applications are subject to a Department panel review and final approval by the Commissioner of the Department of Labor and Workforce Development. Within 20 business days following the panel review date, applicants will be notified of the status of their application and any requested revisions. Upon completion of all requested revisions and re-submission of completed applications within the required timeframes, applicants will be notified of the final determination of their request within 20 business days.

**Notice of Grant Opportunity**

**Appendix**

**Proposal Forms**

**Statewide Initiative to Train Certified Alcohol and Drug Counselors**

**Fiscal Year 2018**

## NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

### Statewide Initiative to Train Certified Alcohol and Drug Counselors - Title Page

**SECTION I:****FY 18**

TITLE OF NGO: Statewide Initiative to Train Certified Alcohol and Drug Counselors  
DIVISION: Workforce Development and Economic Opportunity  
OFFICE: Customized Training  
INDUSTRY: \_\_\_\_\_

**SECTION II:**

CONTACT NAME: \_\_\_\_\_ COUNTY OF ORGANIZATION: \_\_\_\_\_  
APPLICANT AGENCY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PREVIOUS FUNDING: Agency received funding from the NJ Department of Labor and Workforce Development within the last two years of submission of this application.

YES  NO

PROJECT DIRECTOR (Please print or type name): \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

BUSINESS MANAGER: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

DURATION OF PROJECT: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

TOTAL AMOUNT OF FUNDS REQUESTED: \$ \_\_\_\_\_

APPLICATION CERTIFICATION: *To the best of my knowledge and belief, the information contained in the application is true and correct. The document has been duly authorized by the governing body of this agency, and we will comply with the attached assurances if funding is awarded.*

\_\_\_\_\_  
SIGNATURE OF CHIEF EXECUTIVE OFFICER

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

(Please print or type name)

**\*FAILURE TO INCLUDE A REQUIRED APPLICATION COMPONENT CONSTITUTES A VIOLATION AND WILL RESULT IN THE APPLICATION BEING ELIMINATED FROM CONSIDERATION.**

**SECTION III:****SEND OR DELIVER PROPOSALS TO:**

**NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT  
DIVISION OF WORKFORCE DEVELOPMENT AND ECONOMIC OPPORTUNITY  
ATTN: PATRICIA MORAN, ASSISTANT COMMISSIONER  
1 JOHN FITCH PLAZA  
PO BOX 055, 7<sup>TH</sup> FLOOR  
TRENTON, NJ 08625-0055**

**APPLICATIONS MUST BE RECEIVED BY:****4:00 pm on October 20, 2017**

**NO FACSIMILE SUBMISSIONS WILL BE ACCEPTED.**

# Attachment A

Report Date: XX

Statewide Initiative to Train Certified Alcohol and Drug Counselors Dashboard

Report Month: XX

<b>Grant Leader:</b>	Name of Applicant & Contact Person	<b>Grant Start Date:</b>		
<b>Allocation Award:</b>	\$ - list amount of award	<b>Grant End Date:</b>		
<b>Purpose:</b>	The program is designed to benefit			
<b>Status Comments:</b>	As of xx date assessment of progress			
<b>Budget</b>				
		Achievement to Date		<b>% of GRANT UTILIZED TO DATE</b> <i>(Based on courses both delivered &amp; invoiced)</i>
		Total amount invoiced for the month	Year-to-Date Expended	
<b>Funding Spend down</b>	Total \$ amount available to spend for the reporting month			
<b>Explanation</b>				
<i>Describe any issues/concerns</i>				
<i>Status of invoices and receipts</i>				

**Activities**

**List of Class Offering**

Class Name	Achievement to Date					Explanation
	Number of Classes Provided	Number of Clock Hours	Number of Students Started	Number of Students Completed	Class Completed Yes/No	
<i>Ex. CLASS 1</i>						
<i>Ex. CLASS 2</i>						
<i>ETC.</i>						

**Return on Investment**

Program Outcomes	Achievement to Date			Comments
	Number of Jobs Created	Number of Jobs Retained	Number of Advancement	
Total Monthly Status of Trainee Activities				

**Reportable benchmarks are subject to individual proposals.**

